## LEXINGTON SCHOOL COMMITTEE WORKSHOP

Wednesday, September 7, 2016 School Administration Building, Central Office Upper Level Conference Room 6:00 – 7:30 p.m.

This meeting is a School Committee workshop facilitated by Massachusetts Association of School Committees Executive Director Glen Koocher. The anticipated agenda is as follows:

## **AGENDA**

- 1. Communication through the Chair
- 2. School Committee Minutes requirements by law
  - a. Open session
  - b. Executive session
- 3. School Committee Executive Assistant/Administrative Assistant to Superintendent position
  - a. Communication
  - b. Training and Support